

1 Configuring Thunderbird for IMAP/SMTP

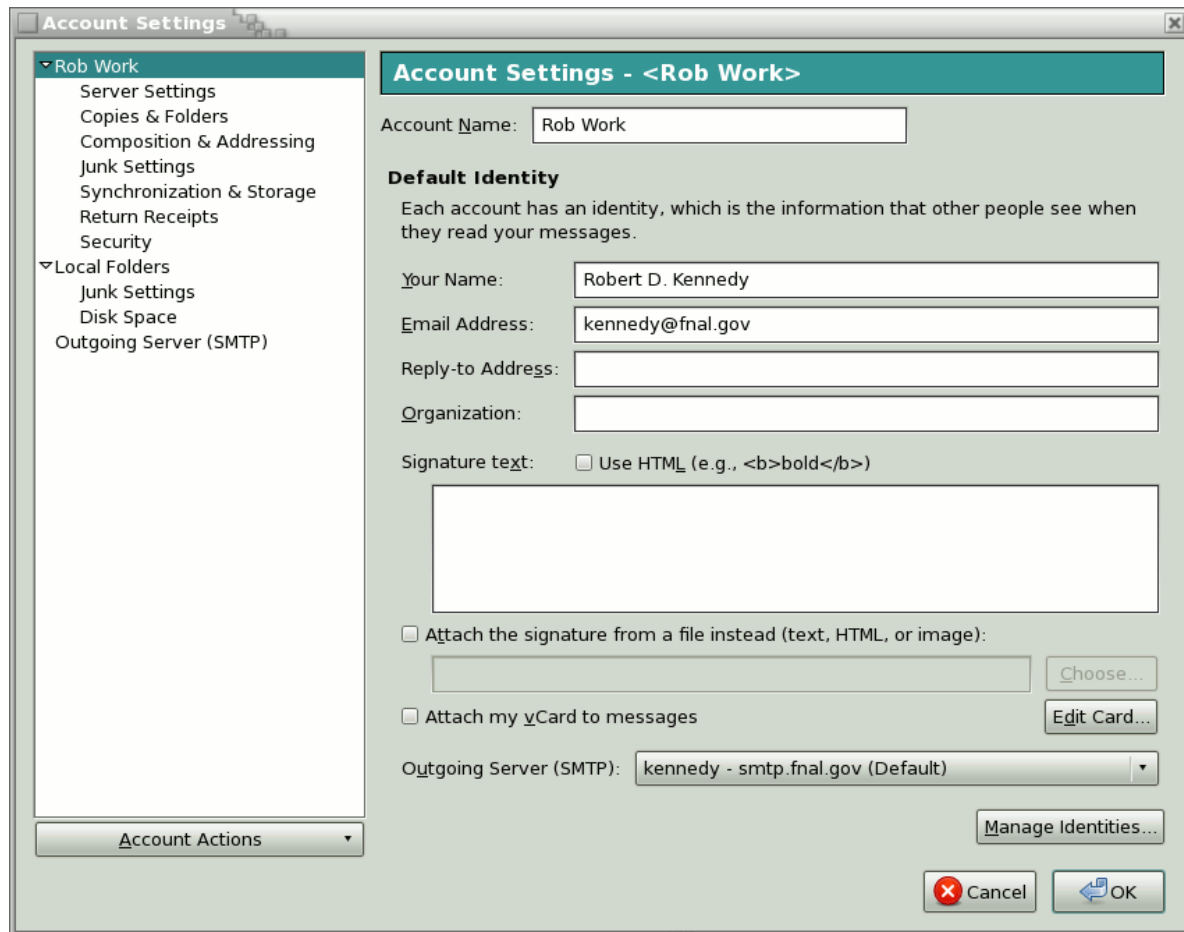
The following applies to Thunderbird 3.x and 4.x on Linux, Mac, and Windows. There are some minor differences in the menu structure between Thunderbird on different OS's, as well as additional choices in forms in later versions of Thunderbird. Thunderbird 3.0 on Linux is shown in screenshots.

1.1 How to Create a Configuration

1.1.1 Thunderbird Create Config Step 1 – Access Account Settings

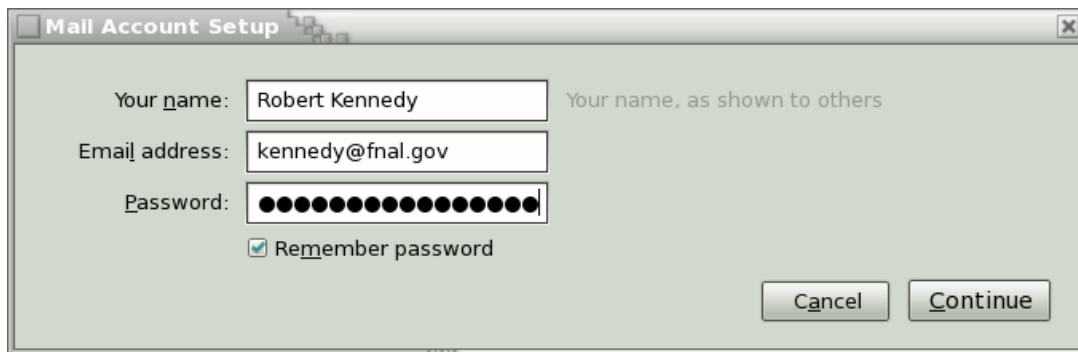
In the Thunderbird application, under the “Edit” menu option, select “Account Settings”. Under Account Actions, select “Add Mail Account”.

- Windows: “Account Settings” is under the “Tools” menu option.



1.1.2 Thunderbird Create Config Step 2 – Begin Configuration

The first “Mail Account Setup” panel appears. Fill it out with your username and password, using your SERVICES domain password.



The "Mail Account Setup" dialog box is shown. It contains the following fields and controls:

- Your name:** Robert Kennedy (with a tooltip "Your name, as shown to others")
- Email address:** kennedy@fnal.gov
- Password:** A field filled with 16 black dots.
- ☒ Remember password
- Buttons:** Cancel and Continue.

1.1.3 Thunderbird Create Config Step 3 – Initialize Parameter Settings

Thunderbird will attempt to guess your account settings for Incoming and Outgoing Email. This step usually fails, as shown below.



The "Mail Account Setup" dialog box is shown, displaying a failure message and configuration options:

- Your name:** Robert Kennedy (with a tooltip "Your name, as shown to others")
- Email address:** kennedy@fnal.gov
- Password:** A field filled with 16 black dots.
- ☒ Remember password
- [Start over](#) (blue link)
- Thunderbird failed to find the settings for your email account.**
- Username:** kennedy
- Incoming:** fnal.gov, POP, 110, None
- Outgoing:** smtp.fnal.gov, SMTP, 465, SSL/TLS
- Buttons:** Manual Setup..., Re-test Configuration, Cancel, Create Account.

1.1.4 Thunderbird Create Config Step 4 – Manually Adjust Parameters

To fix this form, first put the full hostname in the “Incoming:” field. Type “993” in the port number field, and select “SSL/TLS” for encrypted communications.



The screenshot shows the "Mail Account Setup" window in Thunderbird. The window has a title bar with a close button. The main content area is light green and contains the following fields and controls:

- Your name:** Robert Kennedy (with a hint "Your name, as shown to others")
- Email address:** kennedy@fnal.gov
- Password:** A text box filled with 16 black dots.
- ☒ **Remember password**
- [Start over](#) (blue text link)
- Thunderbird has found the settings for your email account.** (with a small black dot icon)
- Username:** Text box containing "kennedy". To its right is a **Re-test Configuration** button.
- Incoming:** Text box containing "imapserver2.fnal.gov". To its right is a dropdown menu showing "IMAP", a port number text box containing "993", and another dropdown menu showing "SSL/TLS".
- Outgoing:** Text box containing "smtp.fnal.gov" with a small dropdown arrow. To its right is a dropdown menu showing "SMTP", a port number text box containing "465", and another dropdown menu showing "SSL/TLS".
- At the bottom left is a **Manual Setup...** button.
- At the bottom right are **Cancel** and **Create Account** buttons.

How you proceed depends on if you already have a mailbox on the new FermiMail Exchange 2010 system. If you already have a mailbox, then Thunderbird can test your configuration by attempting to log into your accounts.

- If you have an account/mailbox on the FermiMail Exchange 2010 system:

Then, select “Re-test Configuration”. This setting should be accepted, as shown below.

Mail Account Setup

Your name: Robert Kennedy Your name, as shown to others

Email address: kennedy@fnal.gov

Password: ●●●●●●●●●●●●●●●●

☒ Remember password [Start over](#)

Thunderbird has found the settings for your email account.

Username: kennedy [Edit](#)

	Incoming:	imapserver2.fnal.gov	IMAP	993	SSL/TLS
	Outgoing:	smtp.fnal.gov	SMTP	465	SSL/TLS

[Manual Setup...](#) [Cancel](#) [Create Account](#)

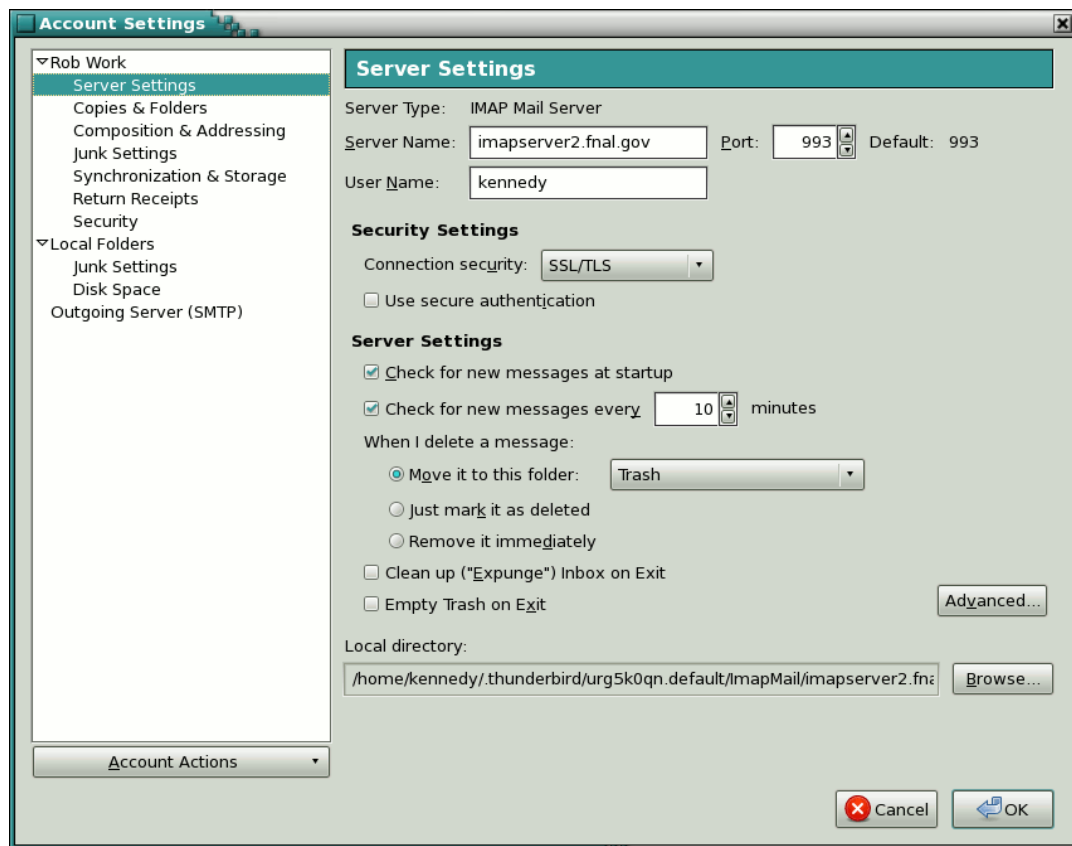
- If you do not yet have an account/mailbox on the FermiMail Exchange 2010 system:

The Configuration Test built into Thunderbird cannot login to your mailbox/account, so you will have to visually inspect you configuration. Once you have a mailbox, you can return to this step and run “Re-test Configuration”.

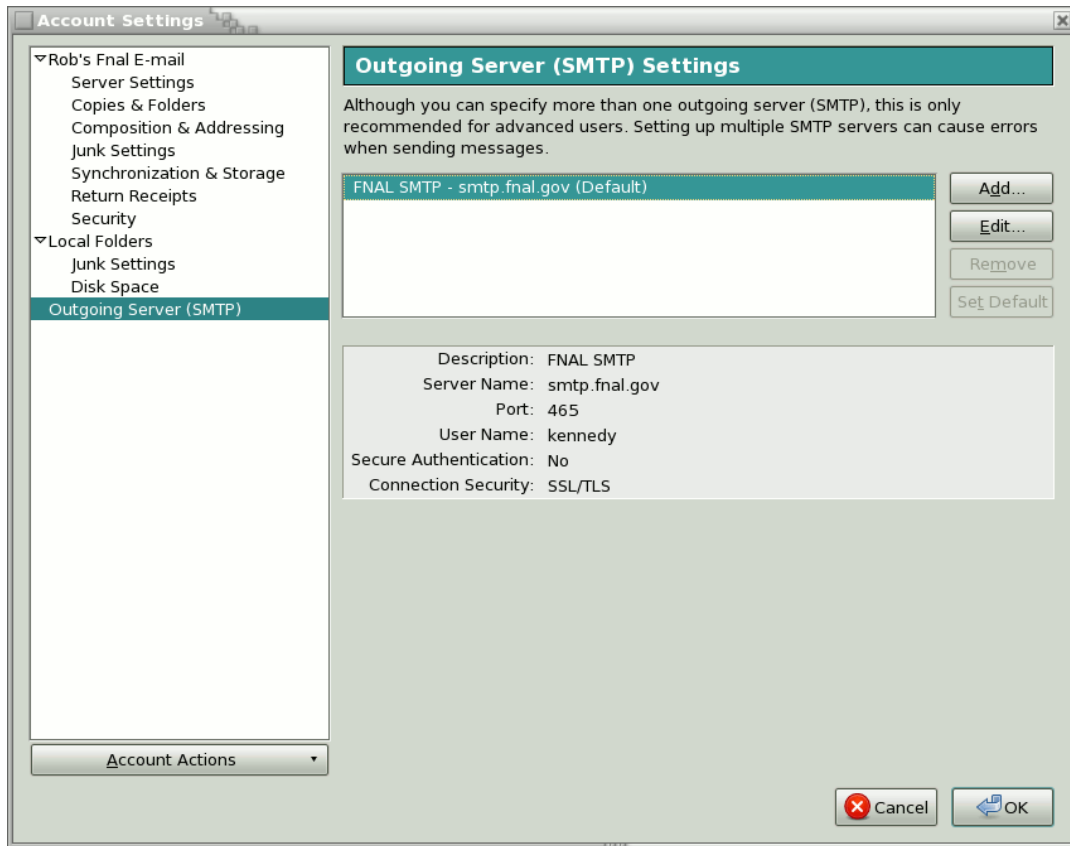
1.1.5 Thunderbird Create Config Step 5 – Check Settings

Please check your account settings. The Incoming Server settings are listed in the Server Settings area under your configuration name.

- Thunderbird 4.x: the “Use secure authentication” checkbox shown below is replaced by a drop-down menu with options; be sure “Normal Password” is selected.



The Outgoing Server settings appear under “Outgoing Server (SMTP)”.



In some older configurations, the SMTP Connection Security is still set at “None”. Be sure to set this to “SSL/TLS”.

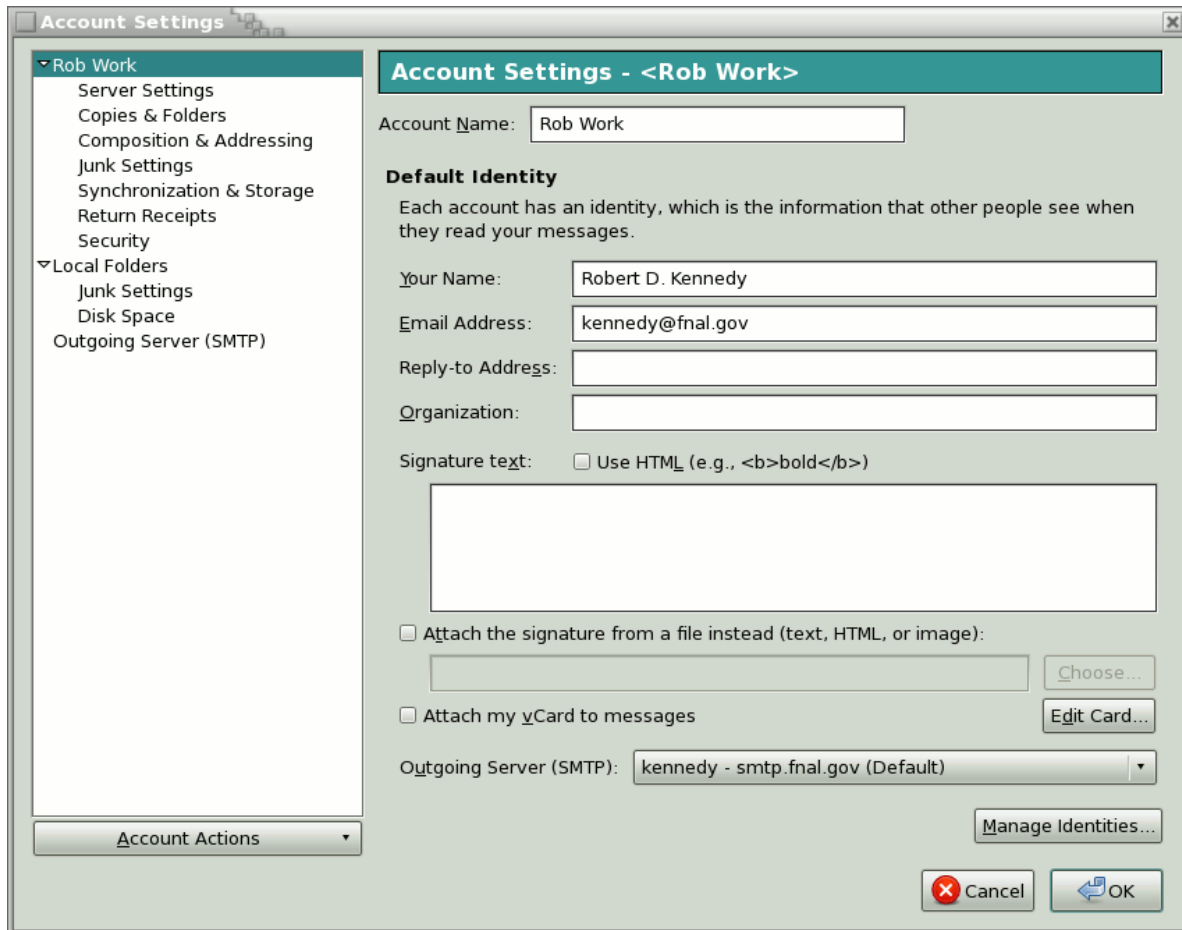
- ✓ Send a test email to this account to make sure your account is configured correctly. (Better to test your account now and fix any issues than miss a critical message later!)

1.2 How to Remove a Configuration

1.2.1 Thunderbird Remove Config Step 1 – Access Account Settings

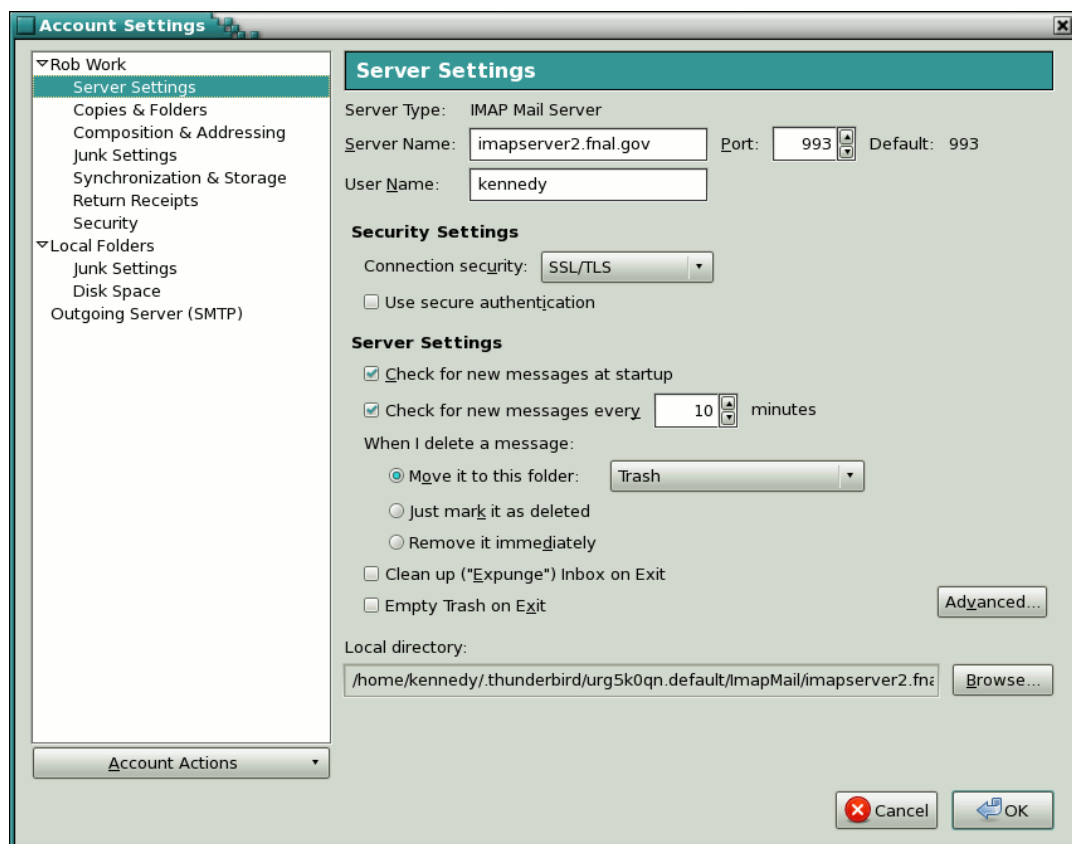
Under the “Edit” menu option, select “Account Settings”.

- Windows: “Account Settings” is under the “Tools” menu option.



1.2.2 Thunderbird Remove Config Step 2 – Remove Inbound Settings

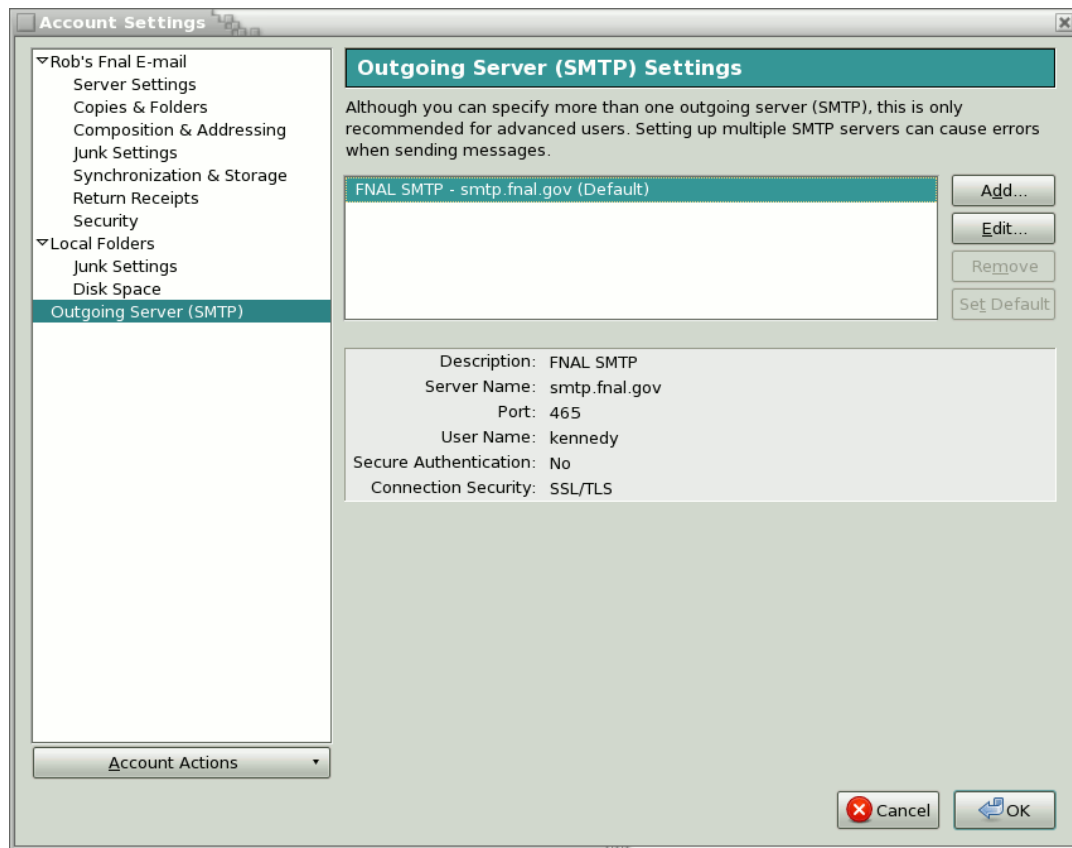
Select/highlight the configuration you wish to remove. You should see the Server Settings for that configuration, as shown below. Under “Account Actions”, select “Remove Account”. The removed account configuration should no longer appear in the account list in the left box.



1.2.3 Thunderbird Remove Config Step 3 – Remove Outbound Settings

- Outbound server configurations may be shared across multiple inbound account configurations. Only remove an outbound server configuration if it is no longer used.

Select/highlight the “Outgoing Server (SMTP)” configuration. You should see the Outgoing Server (SMTP) Settings for that configuration, as shown below. Select/highlight the SMTP configuration you wish to remove. From the Account Action button on the right, select “Remove”. The removed SMTP configuration should no longer appear in the account list in the center box.

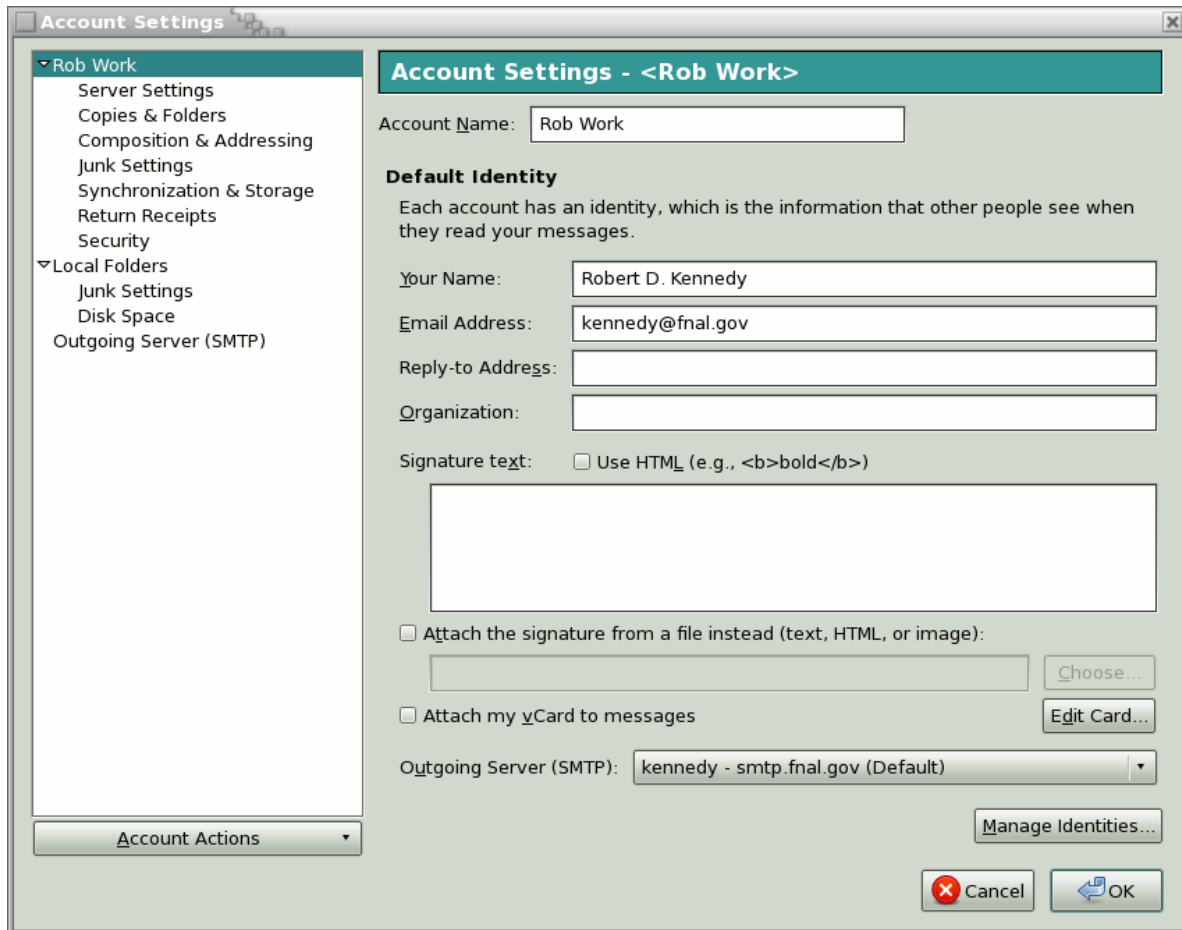


1.3 How to Check or Edit a Configuration

1.3.1 Thunderbird Check/Edit Config Step 1 – Access Account Settings

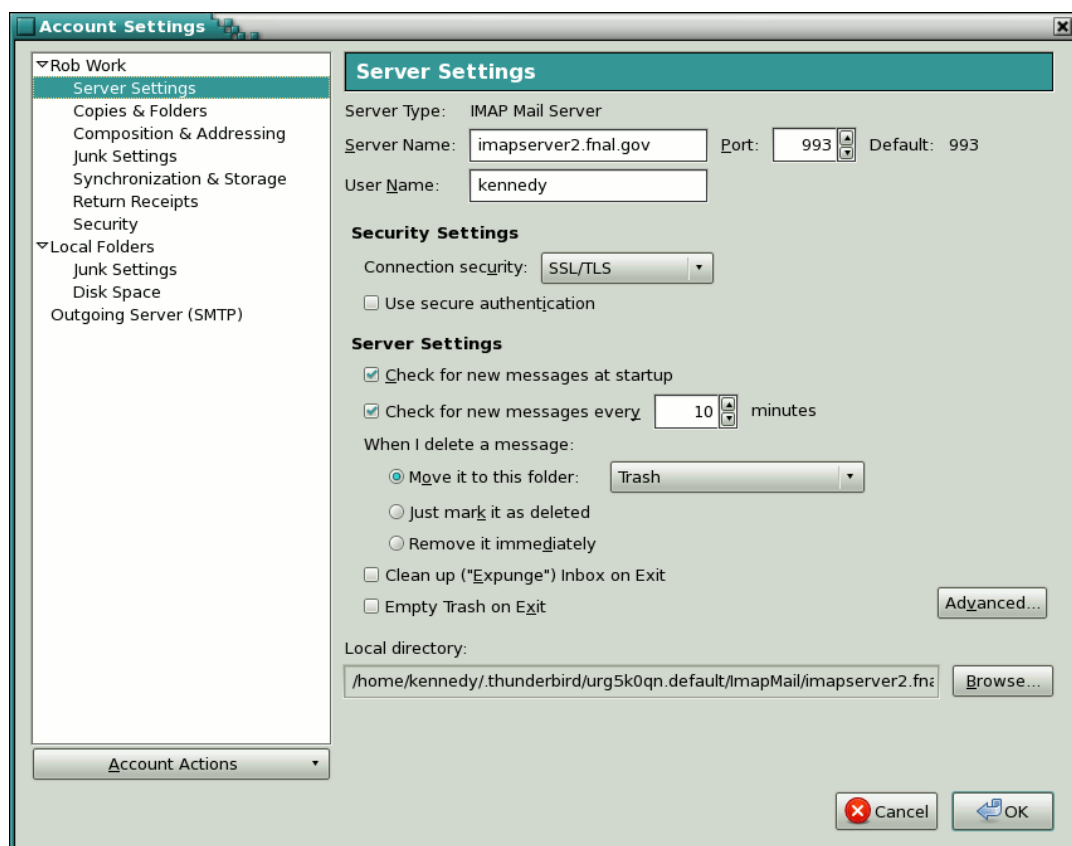
Under the “Edit” menu option, select “Account Settings”.

- Windows: You will find “Account Settings” under the “Tools” menu option.



1.3.2 Thunderbird Check/Edit Config Step 2 – Remove Inbound Settings

Select/highlight the configuration you wish to check or edit. After you have made changes, be sure to select “OK” in order to save those changes.



1.3.3 Thunderbird Check/Edit Config Step 3 – Remove Outbound Settings

Select/highlight the “Outgoing Server (SMTP)” configuration. You should see the Outgoing Server (SMTP) Settings for that configuration as shown below. Select/highlight the SMTP configuration you wish to check or edit. After you have made changes, be sure to select “OK” to save those changes.

